

Congratulations! Your school's programs are on Career Bridge!

Career Bridge helps Washington residents find the education and training they need to get the job they want. Once you're a licensed school, your school's education programs are added to this statewide website.

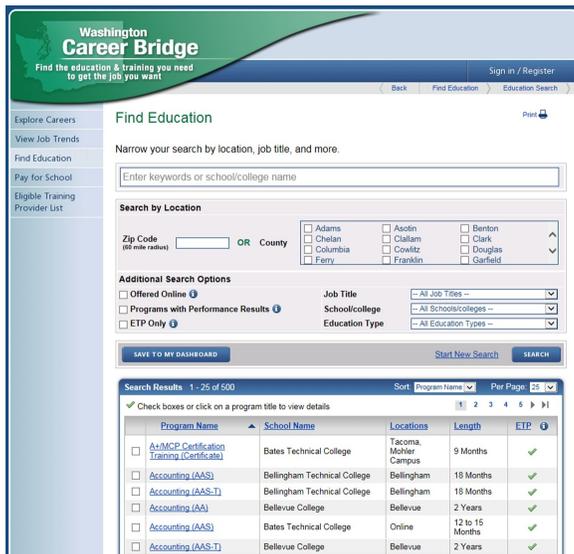
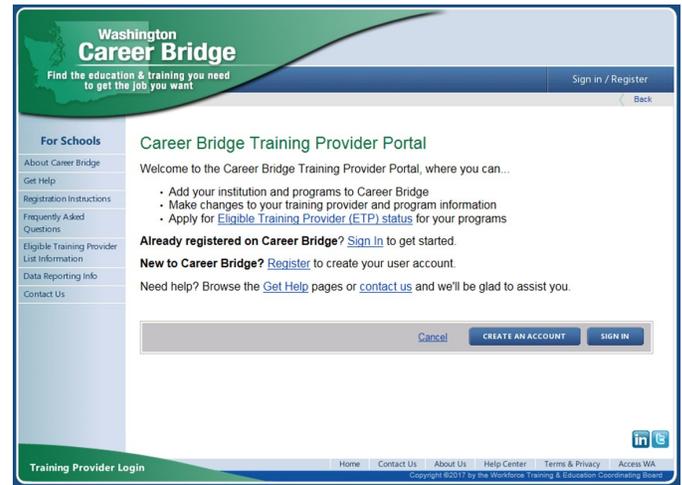
That's great news for you! www.CareerBridge.wa.gov is a free website used every day by workers looking to retrain for new careers and high school and middle school students charting their next steps.

Your customers are using Career Bridge. Make sure your content is current.

Career Bridge features over 6,500 education choices in one place. That means we rely on YOU to add new programs to the site, remove old ones, or make changes to current ones.

Update your programs: Here's how!

The Career Bridge home page features a "green swoosh" with a "Training Provider Login" in the lower left hand corner. Click this to get started. It takes you to the Career Bridge Training Provider Portal. (See screen shot). Here you can create an account, make changes to your programs, and more!



Eligible Training Provider (ETP) List: What's this?

The state's ETP List is where students who qualify for federal or state training dollars choose their education programs. This list is featured on Career Bridge. Not on the list? You might miss out on federal and state funding. Apply on the Career Bridge Training Provider Portal page to add your programs to the ETP. It's the same page where you add or make changes to your programs. (see above)

Student data drives ETP eligibility

Student data determines whether your programs are ETP-eligible. Schools submit student records to the Workforce Board each fall. These records are evaluated by research staff to see how many students completed a program, if they got a job, and how much they earned. Programs that meet performance targets are included on the ETP list and qualify for potential funding. Those that don't meet these standards are removed from the list. (Turn the page for more details.)

Questions?
Contact us!

careerbridge@wtb.wa.gov

You must report your student data each year

Each year the Workforce Board collects student data from the schools we license. We use this data to evaluate the performance of private career school programs.

This evaluation appears next to your program as “performance results” on Career Bridge. It shows:

- The percentage of students who completed an education program.
- How many found jobs.
- How much they earned.
- Which industry they went to work in.
- Demographic details like age, race, gender.

datareporting@wtb.wa.gov or call (360) 709-4600.' The footer contains 'Build 3.30' and 'Copyright © 2017 Workforce Training and Education Coordinating Board'."/>

What do you report?

As a licensed private career school, you are required to ask your students to provide you with identifying details that help us track employment and earnings outcomes. They include, among other details:

- Name
- Phone number
- Address
- Race
- Gender
- Disability status
- Veteran status
- Social security number

Where do you report?

Each fall, the Workforce Board opens its Student Data Portal. You must submit your data through this secure, encrypted portal. This ensures your data is protected.

Am I required to collect social security numbers?

You are required to ask students for their social security number, and the Workforce Board has a written template if you need help! However, students are not required to provide them to you. It is beneficial to you to collect as many social security numbers as you can to get a good representation of your student population for your performance results on Career Bridge!

**Do not email
any of your
data —this is
NOT secure!**

**Questions?
Contact us!**

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